

TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

SENIOR LEGAL TYPIST HEARING OPERATIONS UNIT OCCUPATIONAL SAFETY & HEALTH APPEALS BOARD DEPARTMENT OF INDUSTRIAL RELATIONS

Position: Senior Legal Typist
Salary: \$2,504-\$3,400
Location: Sacramento—Natomas area. Free parking!

Contact and Applications:

Theresa McKeever, LSSI
OSHA Appeals Board
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Sacramento, CA 95833
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Duties: Performs legal secretarial duties for staff Administrative Law Judges (ALJs), under the supervision of the Legal Support Supervisor I.

Specific Tasks include: Assists ALJs in scheduling and maintaining pre-hearing/hearing calendars includes special and specific data entry of dates and times for pre-hearings in order to printout pre-hearing notices for processing and service. Maintain pre-hearing/hearing calendars. Verifies ALJ files are complete and prepares drafts and final documents for all orders and decisions from dictation or other methods, including summary tables and proofs of service. Prepares and distributes copies of orders and decisions following OSHAB distribution procedures. Closes ALJ and master files after orders and decisions are issued; ensuring all case exhibits and tapes are appropriately marked and placed in master file.

Prepare pre-hearing files for ALJs including processing and mailing of prehearing notices to the parties. Coordinates ALJs pre-hearing schedules and continuances and modifies accordingly. Assist ALJs with conference call arrangements for pre-hearings. Makes travel arrangement for ALJs and prepares their travel expense claims

Other Specific Tasks include: May assist the West Covina Hearing Operations Unit support staff, the Legal Unit support staff and the Appeals Initiation Unit when necessary. Other duties as required.

Specific knowledge and attributes necessary: Proficient computer skills (Microsoft Word and Windows software); mannerly telephone skills; dependability and excellent attendance record; team player with superior interpersonal skills; ability to effectively handle stress and deadlines. Monitor all incoming motions for future rulings by ALJ; preparation and data entry of letters from employer representative changes, pertinent information from all pre-hearing and hearing outcome sheets, and of Orders and Decisions.

Position Open Until Filled.